

DRAFT

SAMPLE TRANSMITTAL MEMORANDUM FOR MOA/U's

MEMORANDUM FOR: Director, N/MB
ATTN: N/MB5

FROM: Director, N/CGS

SUBJECT: Transmittal of MOA/U for Clearance

Enclosed is a new Memorandum of Agreement (MOA) between NOS and the State of California, entitled, XXXXXXXXXXXXXXXXXXXX, for your review, approval and transmittal to the Office of General Counsel for clearance. (If the action is an amendment to an existing agreement, the memorandum should provide the NOS or NOAA Control Number for the original agreement clearance or last amendment and the name of the attorney who reviewed the last action, if known.) The Agreement addresses the purpose and scope, cites references and authority, includes a description of the undertakings to be assumed by both parties; explains the interest of third parties such as the Congress, state legislatures, or university trustees and states the term of the agreement in accordance with NAO 201-105 dated October 13, 1992.

The following additional information is provided to aid the clearance process:

Partner Agency: State of California
Amount of Reimbursement: No funds
Technical Contact Person: XXXXXXXXXXX, 301-XXXXXXX
Responsible Office: N/CGS
Subject/Key Word: NSRS
New/Existing Agreement: New
Period of Performance: 5 years (May 1, 1998 - April 30, 2003)

NOS Authority: U. S.C. Title 33, Section 883e
Partner Agency Authority: XXXXXXXXXXXXXXX
Number of FTE(s) Required: 0.39
Organization: N/NGS

If you have any administrative questions, please contact XXXXXXXXXXX at 301-XXXXXXX.

Enclosure

Attachment 5c

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